



# EOCP

## Open Online Ethics Officer Certification Programme

2023 PRIVATE SECTOR



### What is the EOCP?

Everybody is responsible for ethics in their organisations, but leading governance practice recommends that a specific individual – the Ethics Officer – is responsible for the process of active, practical ethics management. The EOCP is designed to train these individuals.

- Started in: 2004.
- Individuals trained: Over 2000.
- Individuals certified: Over 1200.
- Programme duration: Three and a half weeks of online training, plus 90 days to complete practicum assignment.

### Why do the EOCP?

The Integrity Management Framework provides guidelines and principles for ethics management in the public sector. Furthermore, the King IV Code on Corporate Governance indicates that an organisation's governance should be grounded in an ethical foundation, and also sets guidelines on the management of ethics in organisations. The EOCP addresses these frameworks and is delivered by experts in the field.

### What content is covered?

- Understanding ethics concepts and developing ethical reasoning skills.
- Understanding the role of ethics in governance.
- Setting up an ethics office.
- Developing an ethics management strategy.
- Identifying the need for an ethics management programme.
- Assessing ethics-related risks and opportunities.
- Developing ethics standards, codes of ethics, and ethics policies.
- Ethics management toolbox, including: training, raising awareness, and performance reporting.
- Reporting ethics performance to management and governing bodies.

### Who should do the EOCP?

- Persons responsible for managing ethics
- Prospective and current Ethics Officers
- Human Resource Managers
- Risk Managers
- Forensic Officers
- Compliance Officers
- Internal Auditors

### What are the entry requirements?

- South African national holding a degree: no further requirements.
- South African national not holding a degree: must complete and pass an assessment set by a third-party assessor at their cost.
- Foreign national with or without a degree: must complete and pass an assessment set by a third-party assessor at their own cost.

Applicants who require the assessment will be contacted by The Ethics Institute on receipt of a completed registration form. A registration will only be accepted once all entry requirements have been fulfilled. Undertaking the assessment does not guarantee registration for the programme. The Ethics Institute reserves the right to reject a registration.

### After the course

Participants have 90 days to complete a practicum assignment for formal assessment. Thereafter, successful participants receive certification from the University of Stellenbosch Business School Executive Development (USB-ED).

In addition, all newly-certified Ethics Officers are publicly recognised on TEI's website and automatically become TEI Supporters with the first year of subscription paid for.

To register, please complete the registration form below.



building an  
**ethical**  
SOCIETY

Dates			
	<b>2 - 28 March 2023</b>		<b>17 August - 12 September 2023</b>
	<b>1 - 27 June 2023</b>		<b>9 November - 5 December 2023</b>

Course fees			
	<b>Supporters/Members*</b>	<b>R 26 547.00 (VAT inclusive)</b>	
*Applies to members of TEI, ACFE, BEN-Africa, CIGFARO, EPA, FPI, GGA, ICFP, IIASA, IoDSA, IRMSA, ISACA, SABPP, SAICA, SAIPA & SIOPSA.			
	<b>Non-supporters/members</b>	<b>R 31 521.00 (VAT inclusive)</b>	

### Open Online Ethics Officer Certification Programme Registration form

Title	Full name (As per ID document)		
Organisation			
Country			
Designation	Email address		
Postal address	Postal code	ID number	
Tel number	Cell number	Vat number	

The Ethics Institute recognizes its responsibility to protect the Personal Information collected under the Protection of Personal Information, Act 4 of 2013, and have taken reasonable measures to ensure that all Personal Information is protected under its care. A copy of The Ethics Institute's Protection of Personal Information Policy is available from the Information Officer, on request.

I hereby provide voluntary consent for the processing of my Personal Information as it will only be used for the intended purpose of registering for the above-mentioned programme, assessment and moderation of the Portfolio of Evidence, training verification statistics and evaluations, and will not be processed for any other purpose.

I hereby provide voluntary consent to The Ethics Institute for referring to my name, surname and EO number online and receive direct marketing from The Ethics Institute for the full period of my Supporter subscription.

### Highest academic qualification (TEI reserves the right to check the validity of the qualification)

Qualification			
Field			
Institution	Year achieved		

### Please indicate if you are a member of any of the following organisations

TEI	ACFE	BEN-Africa	CIGFARO	EPA
FPI	GGA	ICFP	IIASA	IoDSA
IRMSA	ISACA	SAICA	SABPP	SAIPA
SIOPSA				
Membership number for above				
Person responsible for payment				
Accounts tel		Accounts email		

### Terms and conditions

1. Registrations close two weeks before a programme starts. All registrations not paid two weeks prior to the event will be cancelled to accommodate people from the waiting list.
2. Due to the 'hands-on' nature of the course, only a limited number of delegates can be accommodated.
3. Bookings are only confirmed on receipt of a registration form, full payment, or a Purchase Order in the case of government departments.
4. Candidates are required to submit a copy of their ID, as well as their highest qualification, when submitting their registration forms.
5. Cancellations two weeks prior incur a 30% penalty. No refunds will be made on cancellations incurred one week prior to the programme. Applicants who have made payment may be substituted by another person at any time prior to the event without incurring an additional fee. The Ethics Institute must be notified of any changes in writing.
6. Late registrations will have a 24-hour window period to confirm their registration and payment.
7. All registrations not conforming to these terms and conditions will be cancelled at no cost to The Ethics Institute.
8. 5% discount if three or more delegates from one organisation register. 10% discount if six or more delegates from one organisation register.



To register, please email the completed form to Kgothatso Tshabalala at [kgothatso@tei.org.za](mailto:kgothatso@tei.org.za)